

EFFECTIVE

February 1, 2020.

Subject(s)**Administrative Policy Security (APS)**

The following items have been added to the the APS policy manual:

- APS 1200, Security Awareness and Training.

This policy requires role-specific training on security controls, authorized access and use of information systems, physical and process monitoring, and authorized system activities and functions by approved personnel. It ensures that all Michigan Department of Health and Human Services (MDHHS) workforce members understand the responsibilities and training requirements necessary to effectively maintain organizational awareness, minimize insider threats, and prevent additional security related incidents.

- APS1240, Physical and Environmental Protection.

This policy defines both physical facility and information system management processes. All MDHHS workforce members will apply and manage security safeguards accordingly for facilities and information system distribution and transmission lines; control and monitor physical information output devices and locations, including the use of safety, intrusion and surveillance equipment; and implement appropriate power protection and alternate location practices and measures. It details responsibilities necessary to prevent unauthorized communication or transmission access, maintain access records, minimize the compromise of sensitive output information, and protect State of Michigan (SOM) equipment, facilities and environments, including emergency power procedures and relocation contingencies.

Reason: Federal requirements.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

[APS 1200](#)

[APS 1240](#)